HRSC-SW Operating Procedure 12300.6a

Subj: PROCESSING REORGANIZATIONS AND REALIGNMENTS

Ref: (a) HRSC-SW-OP 12351.6a of 19 Dec 03
     (b) HRSC-SW-OP 12351.5a of 5 Jan 04

Encl: (1) DCPDS Report Request Form
     (2) Organizational Hierarchy Maintenance Form

1. **Purpose.** To establish the procedures for reviewing and processing personnel actions resulting from reorganizations, including mass realignments, in accordance with references (a) and (b).

2. **Cancellation.** HRSC-SW SOP 12300.6 dated 25 June 2003

3. **Scope**. These procedures apply to all activities serviced by the HRSC-SW.

4. **Background.** Reorganizations can take many forms and may result in a variety of personnel actions. In order to implement a reorganization or realignment, it is imperative that extensive advance planning occurs among management, the Human Resources Office (HRO), and the HRSC-SW as soon as the need for taking such action is identified by management.

5. **Responsibilities.** The HRSC-SW and its serviced customers are responsible for implementing the procedures outlined below:

  a. **HRSC-SW Responsibilities:**

    (1) The servicing HRSC-SW, Code 53 Branch Head will conduct preliminary discussions with management and the HRO to determine the complexity of the reorganization.

    (2) Consult with management and the HROs of the gaining and losing activities for actions involving a Transfer of Function (TOF) or management directed reassignment. The HRSC-SW may assist in counseling employees on TOF or directed reassignment options/entitlements, if requested by the HRO.

    (3) Submit the request to Code 20 for establishment of new or revised organizational structures, the Position Organization Address (POA), in the Defense Civilian Personnel Data System (DCPDS).

    (4) Review the reorganization package and the associated personnel actions. Resolve any potential problem areas with the HRO. Submit the reorganization package electronically to Code 20 for processing of mass realignments if reorganization involves 25 or more employees. Code 20 will process Mass Realignments at least one day after the effective date to ensure other personnel actions effective the same date as the realignment have consummated.

    (5) If the reorganization or realignment results in a change in the servicing Code 53 team, forward Requests for Personnel Action (RPAs) currently in process to the new servicing team.

Review the Priority Placement Program (PPP) Requisition Report against RPAs being released to the new servicing team to ensure proper PPP clearance and any changes to servicing HRO.

(6) Review competitive level and competitive areas for possible changes that may be required and make appropriate changes.

(7) Process all personnel actions (i.e., reassignment, realignment, mass transfer, position change, change in duty station, etc.) upon receipt of the completed package from the HRO.

b. **HRO Responsibilities:**

(1) Consult with management and the cognizant HRSC-SW Branch Head early in the planning stages to ascertain the complexity of the impending reorganization. Preliminary discussions should include the activity's reorganization or downsizing requirements; proposed organizational and position changes (including the elimination of positions); personnel actions involved; potential Reduction in Force (RIF), TOF or directed reassignment impacts; the need for offering Voluntary Separation Incentive Pay (VSIPs) or Voluntary Early Retirement Authority (VERAs); projected staffing actions; PPP exception requirements; alternatives which may reduce the potential adverse impact of the changes; resource requirements; required or projected timeframes; etc.

(2) Assist management with any labor management obligations.

(3) Review mass realignment spreadsheet submitted by management and identify employee movements that occurred subsequent to the Code 20 download and update the spreadsheet as required. Submit individual RPAs for employee movements that may have occurred during the period subsequent to when the completed spreadsheet was provided to the HRSC Code 53 and prior to the effective date of the realignment. Coordinate with HRSC Code 53 team for any changes necessary to RPAs currently with the HRSC.

(4) Review and submit the reorganization package to the cognizant Code 53 Branch Head via email at least thirty days prior to the desired effective date. The reorganization package will include documentation identifying the contents of the package, the requested timeframes for completion, and a narrative justification in support of the reorganization.

(5) For reorganization actions covered by a Demonstration Project, the HRO will consult with the servicing Code 53 HR Specialist concerning the appropriate Nature of Action and any Demonstration Project unique requirements.

c. **Management responsibilities:**

(1) Involve the HRO and cognizant HRSC-SW Code 53 Branch Head in the pre-planning efforts when mission, funding, or manpower requirements necessitate a change in current organizational structure. Discuss and assess the impact of the movement, increase, or decrease of work or mission on organization structures, positions, and employees.

(2) Where work may be moved across activity lines (such as different geographical location, Unit Identification Code {UIC}, or to a different major claimant), consult in advance with the HRO/HRSC-SW to ascertain whether the reorganization constitutes a TOF, directed reassignment, or realignment.

(3) Where the need for a RIF is a likely outcome of the reorganization, consult with the HRO and HRSC-SW as far in advance as possible to develop viable alternatives.   If necessary, request RIF, VSIP, and VERA approval in accordance with reference (a) and (b).

(4) Notify DFAS payroll of any new Cost Center Codes at least 60 days prior to the effective date of the anticipated personnel action.

(5) Comply with bargaining unit obligations.

(6) Following completion of preplanning efforts, develop and submit for advisory classification or classification the revised or new position descriptions (PDs) reflecting mission changes. Managers should submit an RPA for classification advisories, with appropriate documents or attachments, including evaluation statements and competitive levels, to the HRSC-SW via the HRO. PDs may also be faxed or transmitted electronically via RPA or email.

(7) Prepare the reorganization package, including organizational charts or manual, functional statements, proposed classification actions, proposed organization and position changes, projected staffing actions, proposed PPP exceptions, etc. Consult, as necessary, with the HRO and HRSC-SW on the reorganization package content.

(8) **When major additions, changes or deletions to an activity's POA are needed**, request a current table 30 spreadsheet from HRSC-SW Code 20 by completing the "DCPDS Report Request Form", enclosure (1). Customers with Web Cognos access can run the report directly by selecting 'Table-30-UIC-CPO-Prompted" from the Web Cognos "SW" menu. Annotate any changes, additions, or deletions and indicate the type of action requested under the "Action Requested" column of the spreadsheet (i.e., delete, add or change). Submit the completed changes along with the reorganization package electronically to the Code 53 HR Specialist via the HRO. The Code 53 HR Specialist will then forward it to HRSC-SW Code 20 for updating.

(9) **If establishment of a New UIC(s) is required**, complete enclosure (2) and submit request to the servicing Code 53 HR Specialist via the HRO, at least 60 days prior to the effective date of the anticipated personnel action.

(10) **For realignment actions affecting 25 or more employees**, submit a request to HRSC-SW Code 20 for a standard mass realignment download (excel spreadsheet) for the organizations affected by completing the "DCPDS Report Request Form", enclosure (1). Complete the spreadsheet identifying the new organization code and, if applicable, the payroll organization code/cost center code or new UIC where employees are to be realigned. Employees listed that are not affected by the realignment must be deleted from the spreadsheet. Submit the completed spreadsheet along with the reorganization package to the cognizant HRSC-SW Code 53 HR Spec

list via the HRO. The Code 53 HR Specialist will review for completeness and accuracy, then forward it to HRSC-SW Code 20 for mass processing.

(11) **For realignments affecting less than 25 employees**, submit individual RPAs to HRSC-SW, Code 53 via the HRO as required.

(12) **For only Pay Org Code/Cost Center Code changes affecting less than 25 employees**, submit individual RPAs to HRSC-SW, Code 53 via the HRO as required, with the following information:

(a) Individual RPAs are required

(b) Nature of Action Code: 800

(c) Nature of Action: Data element change

(d) Effective date (must be effective at the beginning of a pay period)

(e) Complete RPA with usual employee information

(f) Notepad section: be sure to include: Old Pay Org Code/Cost Center Code and New Pay Org Code/Cost Center Code

(13) **For Pay Org Code/Cost Center Code changes affecting 25 or more employees in the same UIC**, the actions are processed as"realignment". Submit a spreadsheet to HRSC-SW, Code 20, with the following information:

(a) Employee Name

(b) Employee SSN

(c) Series of the position the employee is in

(d) Old Pay Org Code/Cost Center Code

(e) New Pay Org Code/Cost Center Code

(f) Effective date

6. **Effective Date**: 5 January 2004

DCPDS REPORT REQUEST FORM

Email request to:
HRSCSW.C20REQUESTS@navy.mil
DO NOT MARK PRIVATE

1. ☐ New Report ☐ Re-Run/Modification of Existing Report ID:

2. Selection Criteria:
   List UIC(s)/Command:

   List Organization Codes:
   Employee Type: ☐ Perm & Temp & Term ☐ Perm ONLY ☐ Temp ONLY ☐ Term ONLY

   Other Selection Criteria:

3. Data Requested on Report (*e.g. Name, SSAN, PP-SER-GD, Psn Title etc.*) List the order they should appear on the report.

4. How do you want the report sorted?

5. Purpose for report:

6. Report Format:
   ☐ PDF (Read Only)   ☐ Excel
   ☐ Text   ☐ CSV (Comma Separated Value)

7. Frequency of Report:

   ☐ As Requested ☐ Weekly   ☐ BiWeekly
   ☐ Monthly   ☐ Quarterly ☐ Annually

8. Requestor: Phone Number: ☐ DSN
   Activity:
   Email Address:

HRO AUTHORIZATION/APPROVAL (REQUIRED)

Name:	Phone Number:
EMail Address:	DSN:

HRSC-SW CODE 20 USE

Date Received: Report ID:

Date Completed: Folder: Initials:

Comments/Notes:

Encl (1)

<u>ORGANIZATIONAL HIERARCHY MAINTENANCE FORM</u>

SUBMISSION #	REGION SW	FISCAL YEAR	SEQUENTIAL NUMBER

DATE SUBMITTED

TYPE OF REQUEST	☐ CREATE NEW UIC ☐ MODIFY EXISTING UIC ☐ DELETE EXISTING UIC

AGENCY CODE		(Ex: NV24)
UIC		(Ex: 00406)
UIC NOMENCLATURE (Limit 38 characters)		(Ex: Human Resources Svc Ctr Northwest Reg)
UIC LOCATION		(Ex: Silverdale, WA)
CPO ID		(Ex: QK)
GSA GEOGRAPHIC LOCATION CODE		(Ex: 532012035

THIS ACTIVITY "REPORTS TO":	UIC NUMBER:
	UIC NOMENCLATURE:

HAS THE "REPORTS TO" UIC PREVIOUSLY BEEN INCLUDED IN THIS REGION'S ORG HIERARCHY?

☐ YES   ☐ NO (You must complete this form for the "REPORTS TO" UIC)

POINT OF CONTACT FOR THIS INFORMATION:

NAME: Connie L. Simmons

PHONE NUMBER: Com: 619 615-5631   DSN: 245-5631

FAX NUMBER: Com: 619 615-5549   DSN: 245-5549
(Please include both commercial and DSN for Phone and Fax numbers)

This form should be completed electronically and submitted via email

TO: sandy_sawa@fse.hroc.navy.mil

AND

COPY TO: patsy_waldrop@fse.hroc.navy.mil

For questions or additional information, please call Patsy Waldrop at DSN 487-5450/Com (210) 652-5450

Encl (2)